Approved For Release 2001/08/09 : CIA-RDP78-04718A000200140020-4

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DDS 56-3212

SEP 1 2 1956

MEMORANDUM FOR: General Counsel
Comptroller
Director of Communications
Director of Logistics
Director of Personnel
Director of Security
Director of Training
Chief, Audit Staff
Chief, Commercial Staff
Chief, Management Staff
Chief, Medical Staff
Special Support Assistant to the DD/S
Chief, Project Administrative Planning Staff

Document No. 018
No Change in Class. ☐
☑ Declassified
Class. Changed to: TS S C
Next Review Date: ----------
Auth.: HR 70-3
Date: 16 JAN 1979 By: all

SUBJECT : Preparation of Regulatory Material

1. It has now been several weeks since the new procedure for processing of regulatory material was initiated by this Office (per DD/S memorandum dated 20 June 1956, Subject: Procedure for Processing Regulatory Material). At this moment, we are still confronted with a certain amount of regulatory proposals which appear too lengthy and contain provisions of doubtful value. In some instances, we have questioned the real need to have the proposed regulatory issuances on the books. DDS 56-2387

2. For your consideration in the preparation of regulatory issuances, I am highlighting below some of the situations which I feel can be improved:

a. A proposed issuance which is longer than 1 page in length (single space) should have a synopsis and a listing of the contents. The synopsis should be a very brief statement of what the proposal prescribes.

b. As a general rule, a section of a proposed issuance entitled "General" is one which can be stated in a synopsis and therefore is unnecessary and repetitious.

c. Some proposed issuances have contained sections on "Definitions" which not only have been previously defined, or are commonly used and understood throughout the Agency, but for the most part, have no real meaning to convey.

d. In many of the proposed issuances, the sections on "Responsibilities" have been consistently too lengthy. In fact, there has been a need for a "responsibilities section" in only a few instances. The general functions of the various DD/S offices

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have already been defined in R [redacted] and the detailed responsibilities for carrying out a specific policy should not be stated in the proposals.

e. I have recommended in several instances that the "Procedures" sections be stated in a handbook. A regulation is not the medium to show detailed procedures, especially when it pertains to a technical matter or to a subject which is of interest only to a special group. The only reason for stating procedures in a regulation would be in instances where basic procedural materials are essential for carrying out a policy.

f. There have been a number of proposed notices submitted containing policy and procedural matters which were returned to the initiators with the request to incorporate the material in regulation form. Ordinarily, a notice should only contain transitory material of a non-continuing nature and should not state material which is continuing or permanent.

g. In order to expedite consideration of proposed issuances in this Office it is requested that they be submitted with an original and three copies.

3. It is hoped that the comments cited above will be of assistance to you in the preparation of regulatory issuances. In the event there are further questions on format, please do not hesitate to contact this Office or the Regulations Control Staff.

4. In general, our experience to date with the procedures initiated by the Deputy Director (Support) on 30 June 1956 has been very satisfactory and with your continued cooperation we hope to make further improvements in the field of regulatory issuances.

(signed) H. Gates Lloyd

H. GATES LLOYD
Acting Deputy Director
(Support)

AC/RCS:Draft
revised:SA-DD/S:CEB:dlc (13 Sep 56)
Distribution:
1-each addr
1-chrono
1-subject — OAM 1
1-reading

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